

Notice of Discontinuation of Product Lines

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that after careful consideration, [Your Company Name] has decided to discontinue certain product lines effective [Effective Date]. This decision is part of our ongoing efforts to streamline our offerings and focus on our core products.

The following product lines will be discontinued:

- [Product Line 1]
- [Product Line 2]
- [Product Line 3]

We understand that this may cause inconvenience, and we want to assure you that we are here to assist you during this transition. Our customer service team is available to help with any questions you may have and to discuss alternative options.

We appreciate your understanding and support as we make this change. Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]